

UNITED STATES CISM SUGGESTED CHECKLIST

All items may not be applicable to your mission.

If there are any items that are not clear, please contact the AFS Office

1. Planning factors - (prior to departure)

- ___ TDY/TAD orders (proper endorsements from all services).
 - *Orders should include the statement "Excess Baggage Authorized"
- ___ Immunization records and requirements.
- ___ Traveler Checks. (Convert some contingency money prior to departure)
- ___ AFSCS fax or e-mail for disseminating results.
- ___ CISM momentos.
- ___ Copy of the host nation invitation
- ___ Team Captain should retain airline tickets of all mission members for the duration of the trip.
- ___ Participant notification of Anti-Doping Regulations
- ___ Level I Anti-Terrorism briefing
- ___ Appropriate military uniforms and khaki slacks (all of the delegation).
- ___ Adequate baggage allowance for team equipment.
- ___ Collect competitive basketball uniforms - return to Fort Indiantown Gap, PA.
- ___ Padlock or combination lock for each member of the delegation.
- ___ Supplies for team trainer.
- ___ Visa/Passport requirements.
- ___ Additional photo requirements for individuals of the delegation.
- ___ Bring towels, soap, and basic toiletries.

2. Meeting with team prior to departure to or arrival at destination:

- ___ Pass out CISM mementos and athletic apparel to athletes.
- ___ Brief on conduct and appearance.
- ___ Wearing of proper attire.
- ___ Safeguard of orders, tickets, and valuables.
- ___ Political situation in Host Country (Dos & Don'ts).
- ___ Team Captain/Flag Bearer elected.
- ___ Accountability of uniforms.

3. Arrival at destination

- ___ Call AFSCS to confirm team arrival (703) 681-7230 or e-mail Suba.Saty@cfsc.army.mil.
- ___ Check messing and billeting facilities for team.
- ___ Take notes on items of interest for final report to assist with future hosting.
- ___ Present other Chief of Delegations mementos at final banquet if exchange has not already been made.

4. Preparation for departure

- _____ Orders
- _____ Arrange with airlines for rapid check through airport and customs. Airlines may want tickets a day or two ahead of departure time for country of competition.
- _____ Shipment or handling of excess baggage.
- _____ Athletic uniforms accountability. Ensure the basic competition uniform is hand-carried on the plane.

5. Return to CONUS

- _____ After action report to AFSCS from team captain.
- _____ Appropriate thank you letters or acknowledgments.